



Office of Professional Regulation
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December 2016

***Tutorial for Filing of Annual CLE Report
By Reciprocity for Out of State Attorneys***

Table of Contents

Topic	Page
Introduction	1
General Instructions	2
Logging in to the SCC/OPR Web Site	3
Navigating the Menu Page	3
Filing the Annual CLE Report by Reciprocity	4

Introduction

Iowa Court Rule 41.9 adopts a reciprocity reporting alternative with respect to continuing legal education (CLE) attendance, intended to ease the reporting process for out-of-state attorneys and likely reduce the number of out-of-state CLE events submitted for accreditation in Iowa. Because some of Iowa's neighboring states have lesser requirements and different CLE policies, the rule allows nonresident attorneys to certify attendance of the same number of hours required for resident Iowa attorneys, and that those hours were accredited by the CLE regulatory body in the attorney's resident state or the District of Columbia. The rule denies the out-of-state reporting exemption to attorneys who, although residing outside Iowa, are in fact practicing in Iowa.

Attorneys who qualify for CLE reporting by reciprocity are still required to log in to their lawyer account page during the normal annual reporting period and file a report. They have the option to file the normal annual CLE report, or if they qualify for reporting by reciprocity they may file the reciprocity report in lieu of the normal annual CLE report. An attorney who elects to file the reciprocity report must certify as part of the submission process that he or she meets all of the requirements of rule 41.9.

To qualify to submit your CLE report by reciprocity, you must certify that during the calendar year to which your report of continuing legal education (CLE) attendance pertains:

- You resided in another state or the District of Columbia.
- You did not practice law in Iowa at any time.
- You attended at least 15 clock-hours of CLE accredited by the CLE regulatory body in your state of residence or the District of Columbia.

You attended at least three clock-hours in the area of legal ethics accredited by the CLE regulatory body in your state of residence or the District of Columbia every two-year biennium ending in the odd-numbered year.

In addition, you must designate the state or District of Columbia whose CLE regulatory body accredited the CLE upon which your certification is based, and you must specify the number of CLE hours and ethics hours for which you claim credit by reciprocity for the reporting year. This permits normal CLE calculations, including carryforward hours, to facilitate movement back and forth between the regular CLE report and the reciprocity report from year to year.

****Tip: If your home state equates 50 minutes of instruction to one hour of credit, you must total your actual minutes of instruction and divide by 60 to get the correct number of hours for Iowa, which equates 60 minutes of instruction to one hour of credit.***

Your answers to the qualification questions, and overall certification are captured in the database. You may generate a pdf edition of that report, based on the captured data elements, just as the normal annual CLE report for a given year can be generated for any year in which a normal report is submitted.

You will be required to pay the normal annual CLE administrative fee (currently \$10), and any late filing fees that might apply. Late filing fees will be collected with each reciprocity report, if applicable. But it also is possible to submit an application for extension of time and subsequently file the CLE report by reciprocity without penalty during the period of the extension.

General Instructions on Using Professional Regulation Site

Screen Size: The optimum screen resolution for viewing and using the web pages on the site appears to be 1024 by 768, with your text size set at medium in Internet Explorer. It is possible to use the web pages on the site at a screen resolution of 800 by 600 if your text size is set at the smallest setting, but you will find it necessary to scroll left and right to view and use some of the pages. If you find a page display slightly jumbled or not completely visible, this is an indication that you need to reduce your text size or boost your screen resolution.

Screen Narratives: Narrative instructions are provided for most web pages, generally at the bottom of the page. In addition, many functions have an initial instruction or advisory page that will be presented before you actually begin the process. A careful reading of these narratives, especially the first time you perform a function, may assist you.

Payment of Fees: The fee associated with annual reporting is payable at the time a registration is submitted. The SCC/OPR web site will accept payment by credit card (Mastercard, Visa, Discover) or by eCheck. You will want to have your credit card or bank routing number and bank account number available when you file your applications.

If You Want to Stop a Process : At any time you can halt a process you are attempting to complete on the site and return to the menu of options available to you, by clicking on the entry "My Account Page for Sponsor" where it appears on the menu on the left side of your screen.

If You Need Help: General assistance with logging in to the site, password changes, misplaced or forgotten passwords, or the payment mechanism, is available during normal business hours at the Office of Professional Regulation at 515-725-8029.

Logging In

Most site functions for lawyers require that you log in as a user. Near the top left corner of the



front page, you will see two windows labeled “Username / Account ID” and “Password.”

Type the user name and password you received at the time of your admission (or in a separate mailing) in the appropriate windows, and then click the [Login] logo directly under the Password window.

***Tip: These entries are case-sensitive.**

IOWA JUDICIAL BRANCH
Office of Professional Regulation

Home Login Lawyers Lawyer Admissions Law Firms CLE Sponsors Shorthand Reporters IOLTA Public Tutorials

Username/Account ID:
Password:
Login Forgot Password

For assistance with use of this site, please call the Office of Professional Regulation at 515-725-8023. Assistance is available during normal business hours. The assistance available includes help logging in to the site, lost passwords, CLE and client security reporting requirements, extensions, approval of CLE events, or similar matters.

This website will be down every day between the hours of 1:30am and 5:00am due to database maintenance.

Welcome

Welcome to the public services page of Iowa Supreme Court Office of Professional Regulation. The clickable menu options on this page allow any member of the public to access a range of services. Lawyers, certified shorthand reporters, IOLTA banks and sponsors of continuing legal education events may log in to their accounts using the Username and Password fields on the left side of this page. A short description of each available service is found in the description box.

Search

Search Certified Shorthand Reporters

Search Lawyers

Search CLE Sponsors

Search CLE Events

Search Disability and Discipline Orders

Pro Hac Vice Attorneys

Register as Pro Hac Vice Attorney

Search Pro Hac Vice Attorneys

Get Complete List of Pro Hac Vice Attorneys

What's New

Notes for the 2017 Report Filing Season for Attorneys:
Filing season for the annual client security and continuing legal education (CLE) reports due March 10, 2017, will begin on December 26, 2016. Until December 26, attorneys may log in to their account page to add CLE events to their transcripts or request an extension of time to complete CLE requirements. Annual reports will be accepted beginning December 26.

Navigating the Menu Page

Enter your user name and password, and click the [Login] button; your personal menu page entitled “My Account Page for Lawyers” will appear.

This page is structured with two components. The first component is the menu of functions that you can perform by clicking a button to start the process. These are grouped into General functions, Client Security functions, CLE functions, and Judicial Nominating Election functions.

The menu items available to you may vary depending on your status. For example, lawyers registered as multijurisdictional practitioners should not see menu items pertaining to CLE reporting, but should see the menu items pertaining to General Functions and Client Security Functions.

My Account Page for Lawyer

PAUL H. WIECK II
Commission ID: 13939
ICIS PIN: AT0008523

Click box below to perform the task.

General Functions

Maintain Personal Information

Apply for Certificate of Exemption

Request Reinstatement Instructions

Review Payment History

View Compliance History

Tutorial

Video Tutorial

CLE Functions

Maintain CLE Transcript

Submit Annual CLE Report

Submit CLE Program

Review Submitted CLE Programs

View Prior Annual CLE Reports

File for Regular CLE Extension

Submit CLE Report By Reciprocity

Judicial Nominating Elections

Email Nominating Petition

Vote in Current Election

Client Security Functions

Submit Annual Client Security Report

View Prior Annual Client Security Reports

Filing the Annual CLE Report by Reciprocity

To start the process of filing your annual CLE report by reciprocity, click on the menu item [Submit CLE Report by Reciprocity] under the CLE Functions heading.

My Account Page for Lawyer

PAUL H. WIECK II
Commission ID: 13939
ICIS PIN: AT0008523
Click box below to perform the task.


General Functions	CLE Functions
Maintain Personal Information	Maintain CLE Transcript
Apply for Certificate of Exemption	Submit Annual CLE Report
Request Reinstatement Instructions	Submit CLE Program
Review Payment History	Review Submitted CLE Programs
View Compliance History	View Prior Annual CLE Reports
View My CLE	File for Regular CLE Extension
	Submit CLE Report By Reciprocity

Judicial Nominating Elections

Email Nominating Petition
Vote in Current Election

Client Security Functions

Submit Annual Client Security Report
View Prior Annual Client Security Reports



You will see an explanation page similar to the one shown below. After you have read and understood this explanation, click [Continue] to proceed to the report submission process.

Step 1 - Submit Annual CLE Report by Reciprocity

Iowa Court Rule 41.9 adopts a reciprocity reporting alternative with respect to continuing legal education (CLE) attendance, intended to ease the reporting process for out-of-state attorneys. Rule 41.9 allows nonresident attorneys to certify attendance of the same number of hours required for resident Iowa attorneys, and that those hours were accredited by the CLE regulatory body in the attorney's resident state. The rule denies the out-of-state reporting exemption to attorneys who, although residing outside Iowa, actually practice in Iowa during the reporting year.

Attorneys who qualify to file the CLE report by reciprocity have the option to file the normal annual CLE report, or if they qualify for reporting by reciprocity they may file the reciprocity report in lieu of the normal CLE report. An attorney who elects to file the reciprocity report must certify as part of the submission process that he or she meets all of the requirements of rule 41.9, and specify the number of CLE hours and ethics hours for which credit is claimed by reciprocity for the reporting year. In addition, the attorney is required to pay the normal annual CLE administrative fee and any late filing fees that may apply. The commission may require any member who claims exemption under this rule to provide proof of attending the accredited continuing legal education in the other jurisdiction.

To qualify to submit your CLE report by reciprocity, you must certify that during the calendar year to which your report of continuing legal education (CLE) attendance pertains:

You resided in another state or the District of Columbia.

You did not practice law in Iowa at any time.

You attended at least 15 clock-hours of CLE accredited by the CLE regulatory body in your state of residence or the District of Columbia.

You attended at least three clock-hours in the area of legal ethics accredited by the CLE regulatory body in your state of residence or the District of Columbia every two-year biennium ending in the odd-numbered year.

In addition, you must designate the state or District of Columbia whose CLE regulatory body accredited the CLE upon which your certification is based, and you must specify the number of CLE hours and ethics hours for which you claim credit by reciprocity for the reporting year.

You may submit your report of CLE by reciprocity by selecting the "Continue" button below, or you may return to your lawyer account page by selecting the "Go to My Account" button.

[Go To My Account](#) [Continue](#)

You will be shown a screen similar to the one on the right. On this page, you must certify each of the qualifications for filing by reciprocity. You also must specify the number of CLE hours and ethics hours claimed by reciprocity for the reporting year. This permits normal CLE calculations, including carryforward hours, to facilitate movement back and forth between the regular CLE report and the reciprocity report from year to year.

***Tip: If your home state equates 50 minutes of instruction to one hour of credit, you must total your minutes and divide by 60 to get the correct number of hours for Iowa, which equates 60 minutes of instruction to one hour of credit.**

If all of the following information is correct, review the certification at the bottom of page, and click on the [Submit] button.

If your answers to the qualification questions indicate you are not eligible to file the annual CLE report by reciprocity, you will be shown a screen similar to the one on the right.

If you are shown this screen, your options are to start at your lawyer account page and file a regular annual CLE report, or make a second attempt to file the reciprocity CLE report by correcting your answers.

Step 2 - Submit Annual CLE Report by Reciprocity

I hereby certify to the Iowa Supreme Court that during the calendar year to which this report of continuing legal education (CLE) attendance pertains:

I resided in a state other than Iowa or in the District of Columbia. ☐ Yes ☐ No

I did not practice law in Iowa at any time. ☐ Yes ☐ No

I attended at least 15 clock-hours of CLE accredited by the CLE regulatory body in my state of residence or the District of Columbia. ☐ Yes ☐ No

The number of clock-hours of CLE I claim credit for by reciprocity for the reporting year is:

I have attended at least three clock-hours in the area of legal ethics accredited by the CLE regulatory body in my state of residence or the District of Columbia every two-year biennium ending in the odd-numbered year. ☐ Yes ☐ No

The number of clock-hours of legal ethics CLE I claim credit for by reciprocity for the reporting year is:

The state or District of Columbia whose CLE regulatory body accredited the CLE upon which my certification is based is:

I hereby submit this report pursuant to Iowa Court Rule 41.9 and certify to the Iowa Supreme Court that the above report is true and correct and I qualify to file this report of satisfaction of continuing legal education (CLE) requirements in Iowa through attendance at CLE events accredited by the CLE regulatory body in my state of residence.

[Back](#)

[Submit](#)

Submit Annual CLE Report by Reciprocity - Eligibility

Because you answered "No" to one of the questions on the Reciprocity Report questionnaire, you are not eligible to file your annual CLE report using that method. You will need to return to your attorney account page and select the menu item "Submit Annual CLE Report" to file your annual CLE report using the traditional reporting method.

Click on the "Go To My Account" button to return to your attorney account page.

[Go To My Account](#)

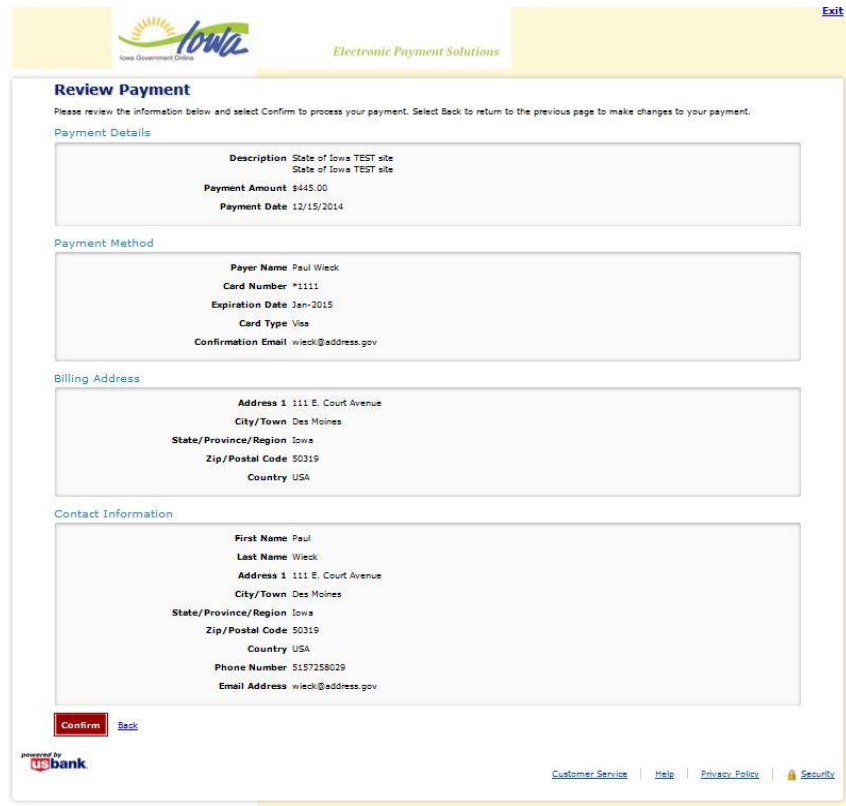
If your report is accepted after you click the “Submit” button, you will be shown the fee payment page shown at the right. This page allows you to enter your contact information, including an email address, and then select a method for payment of the fees due.

Select the payment method you desire using the selection box shown in the “Payment Method” section of the page. You will then be shown the specific page associated with your choice of payment method.

If you select payment by credit card, the payment method portion of the screen will expand as shown to the right. The credit card payment screen that allows payment by MasterCard, Visa, or Discover credit cards.

If you select payment by e*Check, the payment method portion of the screen will expand as shown to the right. The bank payment screen allows direct payment from your bank account.

Once you have selected and input your payment, you will be shown a payment review screen. The payment review screen for a credit card payment is shown to the right. After you review and confirm the information on this screen, click on the [Confirm] button.



Review Payment
Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014

Payment Method

Payer Name	Paul Wieck
Card Number	*1111
Expiration Date	Jan-2015
Card Type	Visa
Confirmation Email	wieck@address.gov

Billing Address

Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA

Contact Information

First Name	Paul
Last Name	Wieck
Address 1	111 E. Court Avenue
City/Town	Des Moines
State/Province/Region	Iowa
Zip/Postal Code	50319
Country	USA
Phone Number	5157258029
Email Address	wieck@address.gov

Confirm [Back](#)

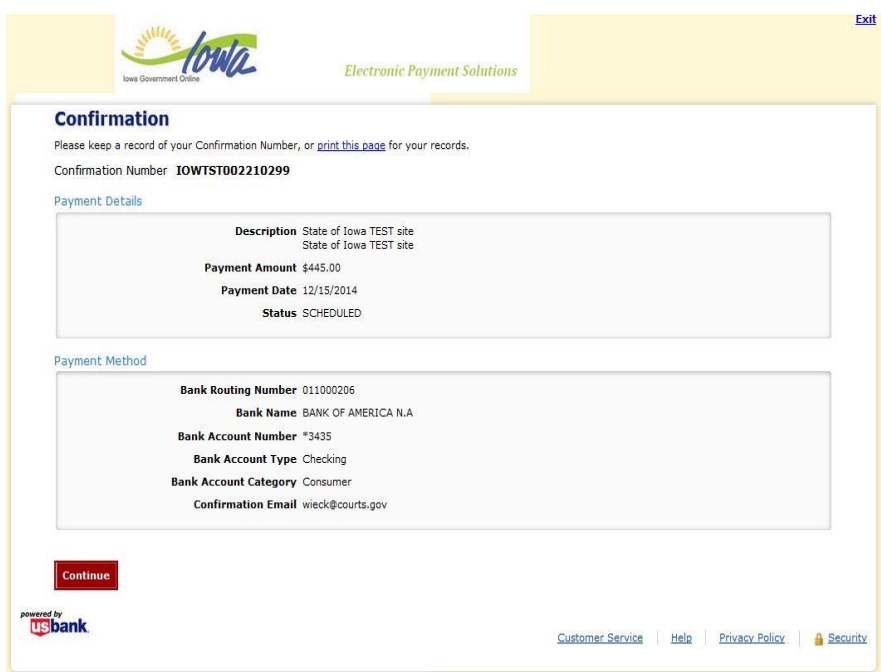
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You then will be shown a payment confirmation screen.

The payment confirmation screen for a bank account payment is shown to the right.

At the payment confirmation screen, you will be given an opportunity to print a copy of the payment confirmation screen to your local printer. A confirmation message also will be sent to the email address you specified in the contact information.



Confirmation
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **IOWTST002210299**

Payment Details

Description	State of Iowa TEST site State of Iowa TEST site
Payment Amount	\$445.00
Payment Date	12/15/2014
Status	SCHEDULED

Payment Method

Bank Routing Number	011000206
Bank Name	BANK OF AMERICA N.A.
Bank Account Number	*3435
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	wieck@courts.gov

Continue

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To return to the OPR front page, click the [Continue] button.